SW1025 and SW1050 IT bootcamp

Doing business with OMES Information Services

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Bootcamp agenda

❯ OMES IS supplier management overview.

❯ Navigating OMES' processes.

❯ Resources.

❯ Q&A.

Engaging during the session

❯ Type your questions in the chat.

❯ Resources will be shared after the meeting.

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IS Supplier Management

Contacts

- [Strategic Alliance Management](#).

- [Glenda Caudle](#).

- [Carissa Terry](#).

- [Lauren Kelliher](#).

Getting started

> Visit our [Doing Business page](#) to learn more about providing IT services to the state.

> As rolling RFPs, the statewide contracts SW1025 and SW1050 represent an innovative way to do IT business with the state.

> You are encouraged to also regularly check our [IT solicitations page](#) for opportunities to bid.

OMES IS reference architecture

Be familiar with the OMES IS reference architecture (RA): the strategic map for the state's technology solutions. All proposed solutions must align with the state's RA.

RA highlights:

› To get on the RA, your solution must fill a gap on the RA or address an area where the state doesn't have a standard or a well-defined solution.

› Clearly define where your company may be a best fit.

› If a solution you intend to present is a duplicative technology, you must address why we should have two solutions in the box.

IT standards

The CIO has statutory authority to issue [technology standards](#) for the state to ensure security, supportability, economies of scale and alignment with the RA.

➤ New standards are posted regularly. View our top 10 standards on our [Projects website](#).

➤ Enforcing against standards ensures the state is approaching technology at an enterprise level while keeping security, innovation and long-term support top of mind.

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Strategic radar maps

- Each tower's radar map provides insight into its strategic priorities over the next three years.

- To learn more, read our [Strategic Plan](#) on the OMES website.
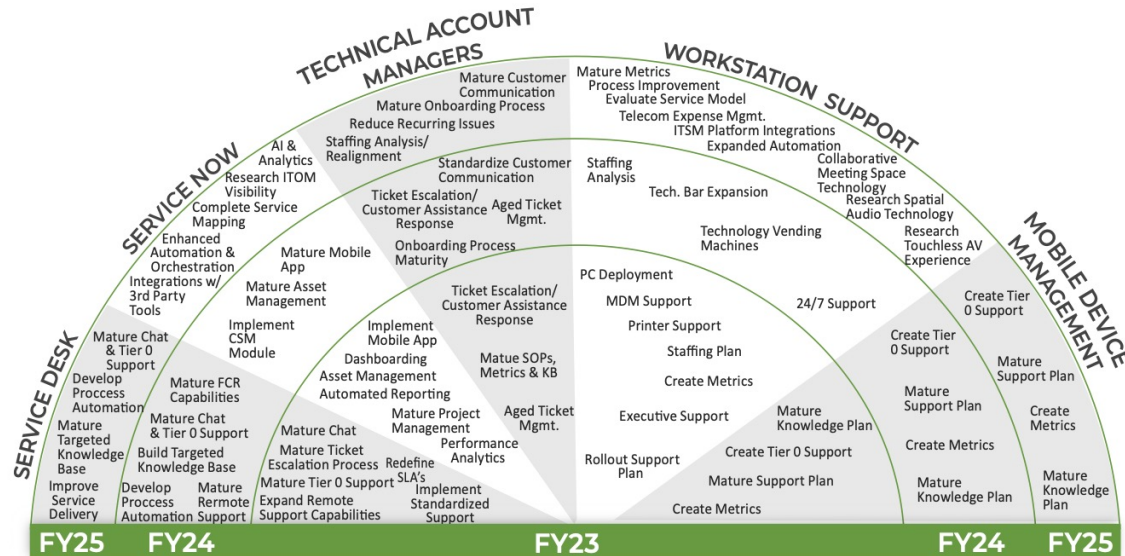
Areas of focus

High-priority areas of focus on our RA:

❯ **Robotic process automation** – bot and automation in partnership with UiPath and others.

❯ **Customer relationship management solutions** – Salesforce and ServiceNow.

❯ **Web and citizen experience** using Adobe Experience Manager, as well as general website design and delivery.

❯ **The State Data Platform** including Looker and the Google Cloud Platform.

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Administrative fee

❯ Paid to OMES by the supplier based on dollar value of all sales to customers pursuant to the contract.

- Example: if the fee is 1% for sales totaling $100,000, the fee will be $1,000.

❯ Usage is calculated on amount the supplier has invoiced and received payment on during the quarter.

❯ Remittance amount is calculated on the quarterly usage report and remitted to OMES.

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Reporting – Contract usage reports

❯ Reports provide the total dollar amounts sold to all state agencies and authorized affiliates whether done by P-card or purchase order.

  - Failure to provide reports may result in cancellation or suspension of the contract.

❯ Reports are submitted electronically on a provided template and sent to strategic.sourcing@omes.ok.gov.

❯ Reports are submitted quarterly, regardless of usage, and are due within 45 calendar days after the close of each quarter:

  - Jan. 1-March 31.

  - April 1-June 30.

  - July 1-Sept. 30.

  - Oct. 1-Dec. 31.

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Quotes

❯ Cannot be greater than two decimals out to prevent rounding issues (system only accepts two decimals).

❯ If against a statewide contract, quote must reference that contract number (Example: SW1025).

❯ Need to be valid for a minimum of 30 days to allow for proper approval of a request.

❯ For accuracy, ensure that all costs are included (shipping/freight, etc.).

❯ Include a valid, current remit address.

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Invoicing

❯ Invoice should match the quote as OMES sets PO up to match the quote.

❯ Suppliers should receive a copy of the OMES PO for the full agreed-upon amount before commencing labor for a project.

❯ OMES PO number must be on the vendor invoice.

❯ The accountspayable@omes.ok.gov email is only valid location for invoices (mail is acceptable but less preferred).

- An invoice is not considered received and valid until the AP team is in possession of it.

❯ SW1025 invoices must include a timesheet for hours charged on invoice.

- A simple, one-time repair job does not need a timesheet included, but any long-term hourly labor must include timesheets.

❯ On timesheets:

- Round to two decimals.
- Submit time in 15-minute increments.

❯ Most invoices will need a time period covered, timeframe of renewal and dates of services commencing.

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Invoicing and payment

Invoices

- A correct, current purchase order number is required on every invoice.

- If for a service, it must include the service dates.

- If for hourly charges, it must have the number of hours and cost per hour.

- Must match the quote to ensure timely payment.

- Accuracy is important for tracking assets.

- Cannot be issued in advance of a purchase order.

Payments

- Pursuant to 74 O.S. §85.44(B), invoices are paid in arrears after products have been delivered or services provided.

- Payment terms are officially net-45.

- Interest charged must be according to statute or is rejected as invalid and cannot be paid.

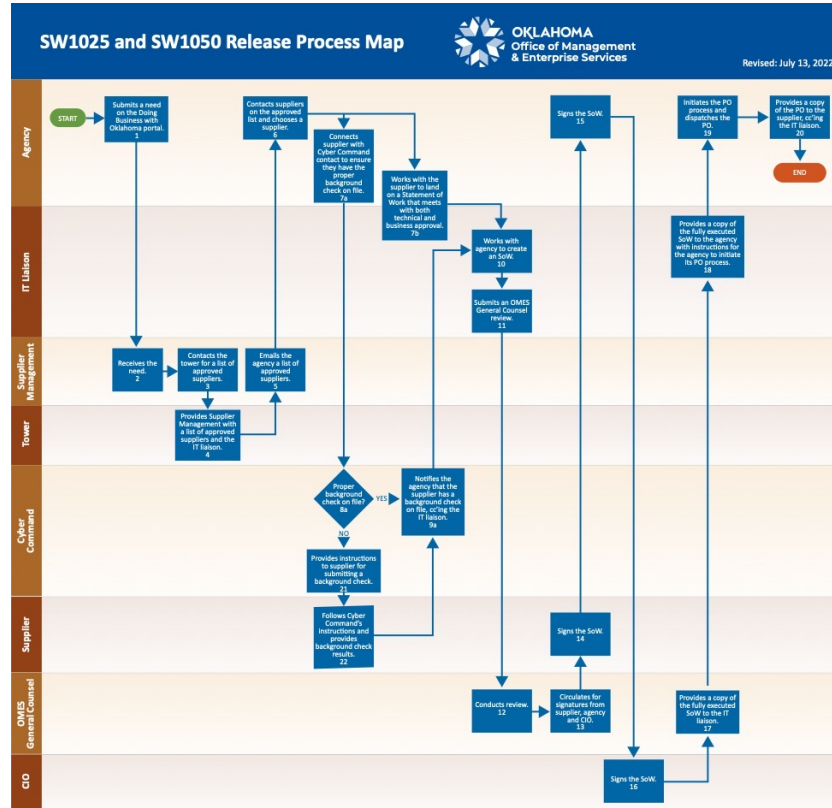**OKLAHOMA**
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Authority to Operate (ATO)

❯ Asserts that the supplier's internal security policies meet the minimum standards set by OMES Cyber Command.

❯ Simply tied to a security approval.

- Suppliers must still complete an architectural review and go through the normal procurement process.

❯ In the spirit of efficiency, OMES Cyber Command accepts industry standard assessments and certifications in lieu of their own standard assessment since substantially similar in structure and content.

❯ Annual assessment is required.

❯ [More information can be found here](#).

❯ Questions? Email thirdpartysecurity@omes.ok.gov.

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Hover over the map to view details

SW1025 renewals

➤ Move SW1025 and SW1050 off the FY term and add renewal options to avoid the need to reapply annually.

➤ In April 2023, the OMES Central Purchasing will provide awarded suppliers with an amendment to extend current contract from June 30, 2023, to Sept. 30, 2023.

➤ In July 2023, OMES Central Purchasing will remind awarded suppliers of the Sept. 30 termination and provide information on the application process for the Oct. 1, 2023-Sept. 30, 2024, award term.

➤ The 2023-2024 SW1025 award will have an initial one-year term with four one-year options to renew.

- By completing this process in 2023, your organization will benefit from renewal options, saving time and resources for all parties involved.

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SW1050 renewals

➤ OMES Central Purchasing will terminate all current SW1050 contracts on March 31, 2023, regardless if you still have time on your initial term.

➤ Earlier this month, OMES Central Purchasing reminded awarded suppliers of the March 31 termination and provided information on the application process for the new April 1, 2023-March 31, 2024, award term.

➤ The 2023-2024 SW1050 award will have an initial one-year term with four one-year options to renew.

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SW1025 position categories

▶ **Administrative services:** Business Analysts, Strategic Planning, Cost/Process Improvement.

▶ **Project Management:** Project Manager.

▶ **App Dev and Support:** App Developer/programmer, Application Support Specialist, Application Analyst, Systems Analyst or Software Test Analyst.

▶ **Enterprise App Environment:** Application Administrator.

▶ **Enterprise Architecture:** Technical Architect or Business Architect.

▶ **Customer Service/Help Desk:** Help Desk Support Specialist or Technical Support Technician.

▶ **Data Services:** Database/Warehouse Architect or Database Admin.

▶ **IT Security:** Security Analyst, Security Engineer or Security Architect.

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SW1025 position categories

▶ **Systems and Component Admin/Design/Support:** Network Engineer or Network Admin.

▶ **Training and Communications:** Communications Coordinator.

▶ **Digital Design and Dev:** Graphic Designer, Web Developer, API/Web Services Developer.

▶ **Computer Break/Fix Services:** Computing Device Support.

▶ **Technical Grant Proposal Services:** Technical Grant Writer.

▶ **Accessibility/Quality Assurance:** Quality Management Coordinator, Software Tester, Accessibility Tester.

▶ **Cloud Solutions Architect:** Plan and engineer cloud computing infrastructure.

▶ **Artificial Intelligence/Machine Learning Engineer:** Process & verify integrity of data for analysis.

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Background checks

> Required for all contractors that will access, process, store or transmit state data; prior to performing any services.

> Types of background checks:

- Enhanced background check.

- Criminal history background check: Required for all resources that will access, process, store or transmit state data in connection with a release of SW1025 that includes criminal justice information, OSBI data or OBNDD data.

  - Visit the OSBI website and request these checks:

    - OSBI Criminal History Database Service.

    - ODOC Sex Offender Registry Search.

    - ODOC Violent Offender Registry Search.

> Email results to Elyse Seals.

> Supplier is responsible for all costs associated with background checks.

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Background checks

- If an enhanced background check is needed, an email address will need to be provided for the requested user for training in the Criminal Justice (CJIS) system and login functions.

- Questions to determine if a standard background check vs an enhanced background check is needed:

  - Will the resources in question:

    - Require computer access or access to any equipment that stores, processes or transmits criminal justice information, federal tax information and other types of sensitive data?

    - Require physical access to sensitive areas of state facilities?

    - Require elevated credentials to fulfill their duties?

    - Be based locally in Oklahoma? This question is only needed if any of the above questions are Yes.

Resources

Resources

- [SW1025 and SW1050 FAQs.](#)
- [SW1025 and SW1050 release process map.](#)
- [Doing Business page](#).
- [IT solicitations page](#).
- [IT Reference Architecture.](#)
- [IT standards.](#)
- [IT projects.](#)
- [IT Strategic Plan](#).
- [IT Third-Party Risk Management.](#)

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Q&A

Contact us

Email Strategic Alliance Management at sam@omes.ok.gov.

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